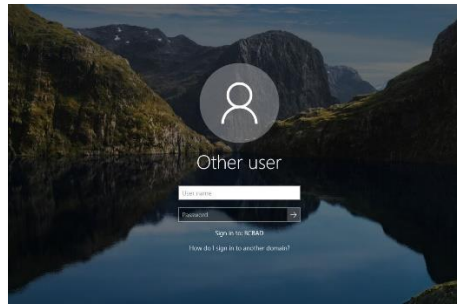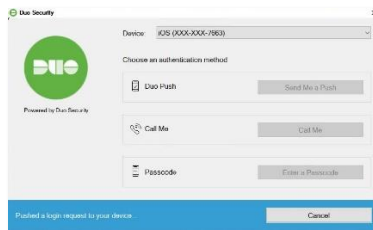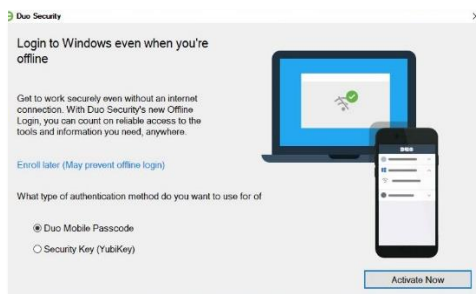1. Log on to Windows by entering the appropriate User Name and Password.
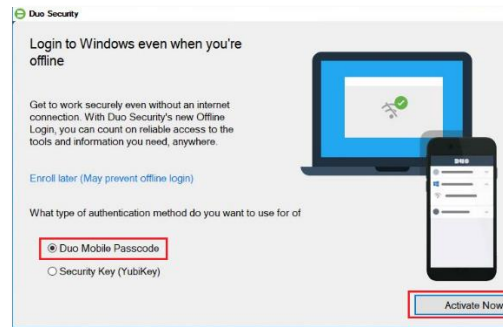

2. Upon successful logon, you will be presented with the Duo Logon screen shown below.
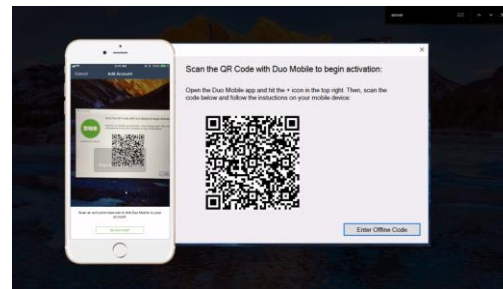

3. After the initial Duo login, you will be presented with the Offline Enrollment screen below.
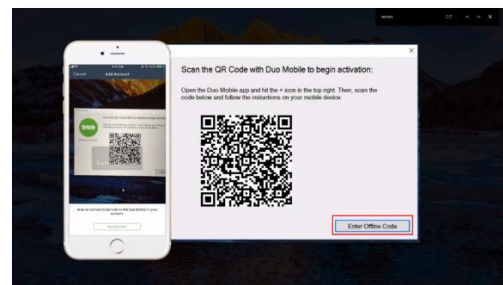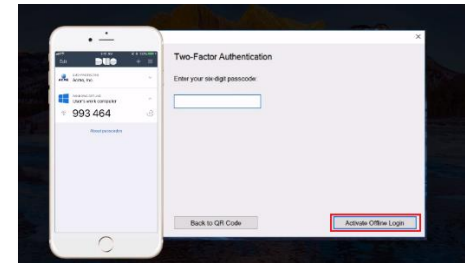

4. Select "Activate Now."

5. Open the "Duo Mobile" application on the mobile device and follow the instructions in the QR Code activation screen.

6. Select "Enter Offline Code."

7. Enter the code displayed on the mobile device and select "Activate Offline Login."

8. The Offline Login Activation is now complete, and you are presented with the Desktop.

9. Note: Future Duo authentications are accessible using Duo Offline Login when the workstation is temporarily unable to access the Internet.